

**Department of Environmental Protection
17 State House Station
Augusta, ME 04333-0017
(207) 287-2651**

**GENERAL INFORMATION ON REGISTERING
ABOVEGROUND OIL STORAGE TANKS WITH UNDERGROUND PIPING**

The purpose of this registration is to gather information on underground piping associated with aboveground motor fuel storage tanks. Registration is required for all facilities that have aboveground motor fuel storage tanks connected to underground piping. The information you provide should be accurate and based upon reasonably available records, or, in the absence of such records, to the best of your knowledge or belief.

1. What aboveground tank facilities must be registered?

All facilities that have aboveground storage tanks that store motor fuel and that are connected to underground piping. State law at 38 MRSA section 562-A, subsection 1-B defines an aboveground tank as "any aboveground container, less than 10% of the capacity of which is beneath the surface of the ground and is used or intended to be used for the storage or supply of oil. Included in this definition are any tanks situated upon or above the surface of a floor and in such a manner that they may be readily inspected." Motor fuel is defined under 38 MRSA section 562-A, subsection 13 as "oil that is motor gasoline, aviation gasoline, #1 or #2 diesel fuel or any grade of gasohol typically used in the operation of a vehicle or motor engine."

2. Who must register an aboveground motor fuel storage tank with underground piping?

The tank owner or operator is responsible for meeting registration requirements. If the ownership of an existing tank is uncertain or in dispute, the current owner of the property where the tank(s) is located must register it. The registration requirements are set forth in Title 38, § 563, of the Maine Revised Statutes Annotated (MRSA) and in Chapter 691, § 4 of DEP rules.

3. Where should I register?

Please send the registration form to: Maine Department of Environmental Protection, BRWM, Tank Registration Section, 17 State House Station, Augusta, ME 04333-0017. A copy must also be filed with the chief administrative official of the municipality having jurisdiction, such as the town manager. In the case of unorganized townships, the chief administrative official is the Land Use Regulation Commission (LURC). Remember to keep a copy for your own records.

4. When should I register my tank?

Owners of aboveground non-diesel motor fuel storage tanks that are connected to underground piping existing as of January 1, 2007 must register their facilities by January 1, 2007. Owners of aboveground diesel storage tanks that are connected to underground piping existing as of January 1, 2009 must register their facilities by January 1, 2009. Aboveground non-diesel motor fuel tanks with underground piping installed after January

1, 2007, and aboveground diesel tanks with underground piping installed after January 1, 2009 must be registered ten (10) days before installation.

5. Penalties.

The registration of aboveground motor fuel storage tanks with underground piping is critical to developing a sound environmental program for locating and managing these facilities. For this reason, the Legislature has required that late fees and penalties be assessed to owners who neglect to properly register their tanks. Tank owners who knowingly fail to notify or who submit false information to the Department may be subject to a civil penalty of \$100 to \$10,000 per day of violation.

6. Questions and assistance.

For assistance in completing the registration form or answering questions about the rules for aboveground motor fuel storage facilities, please call (207) 287-2651 and ask for someone in the Tank Registration Section.

7. Amended registration.

Owners must amend the tank registration in writing to the DEP if:

- A. The facility is sold or otherwise transferred;
- B. The facility is modified, e.g., new underground piping, change of product stored; retrofitting of or changes in leak detection or overfill prevention equipment; etc.

Registration must be amended within ten (10) business days of the date of the change. A person who has not submitted an amended registration as required must pay a late fee of \$100.

8. What registration fees are required?

A registration fee of \$35 is required for each aboveground motor fuel storage tank connected to underground piping. The fee must be paid upon initial registration and annually thereafter. All payments should be made payable to the Treasurer, State of Maine. These fees must be paid prior to January 1st of each year, starting January 1, 2007 for aboveground non-diesel motor fuel storage tanks and starting January 1, 2009 for aboveground diesel storage tanks.

9. Installing, Repairing and Retrofitting Underground Piping at Aboveground Storage Tank Facilities.

New installations, replacements, and most repairs of underground piping systems at aboveground storage tank facilities must be done by a Maine Certified Underground Storage Tank Installer. A current list of Certified Tank Installers is available by contacting the Underground Storage Tank Program or Oil SPCC Program at (207) 287-2651. This list is also available on the web at:

<http://www.maine.gov/dep/rwm/ust/certifiedinstaller.rtf>

MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION

**REGISTRATION FORM
FOR UNDERGROUND PIPING CONNECTED TO
ABOVEGROUND MOTOR FUEL OIL STORAGE TANKS**

(Pursuant to 38 M.R.S.A. Section 563)

STATE USE ONLY

DATE OF REGIST.

____/____/____

1. REGISTRATION NUMBER: _____

(Complete only if a registration number has been previously assigned by the Maine Department of Environmental Protection.)

2. FACILITY INFORMATION:

A. Name of Facility: _____

B. Street Address of Facility: _____

C. Town/City where Facility is located: _____

D. Telephone: _____

E. Directions to Facility: _____

3. TANK OWNER:

A. Name: _____
(last) (first) (middle initial)

B. Contact: _____
(last) (first) (middle initial)

C. Mailing Address: _____

D. Town/City: _____ E. State: _____ F. Zip Code: _____

G. Phone: _____ H. Fax: _____

4. TANK OPERATOR: (if different from owner)

A. Name: _____
(last) (first) (middle initial)

B. Contact: _____
(last) (first) (middle initial)

C. Mailing Address: _____

D. Town/City: _____ E. State: _____ F. Zip Code: _____

G. Phone: _____ H. Fax: _____

5. CONTACT PERSON for Questions on the Registration Materials Submitted:

A. Name: _____ B. Phone: _____

6. FACILITY LOCATION

A. UTM Coordinates: _____

Only new aboveground tank facilities with non-diesel motor fuel underground piping installed after January 1, 2007 or diesel underground piping installed after January 1, 2009 are required to submit UTM coordinates. If you are registering an existing facility with underground piping systems installed prior to those date(s) go directly to question #6.B. If you are registering a new facility, you must provide the UTM coordinates for question #6.A following the procedures described below.

You must supply a map with map coordinates of the corners of the facility footprint, and the locations of all aboveground tanks that are connected to underground piping. The footprint of the facility is the outermost perimeter of the portion(s) of the facility containing the aboveground tanks and their associated underground piping systems, including piping sumps and dispensers. All coordinates must be in UTM (Universal Transverse Mercator) and based on the North American Datum of 1983 (NAD 83), Zone 19 North and must be sub-meter accuracy & precision.

Most of the commonly available hand held GPS units are not capable of attaining the required sub-meter level of accuracy. Therefore, most facility owners will need to retain the services of a Professional Land Surveyor or other qualified professional who has a GPS unit capable of achieving sub-meter accuracy.

UTM map coordinates for the state of Maine fall in the following range:

- *Easting values are between 150,000 and 850,000 meters.*
- *Northing values are between 4,700,000 to 5,400,000 meters.*

Any values submitted with this registration form that fall outside of this range are not in the correct map projection or units (or both) and will not be accepted.

Additional information about Map Projection and Datums can be found at the following links:

http://en.wikipedia.org/wiki/Map_projection¹

<http://www.esri.com/news/arcuser/0499/utm.html>¹

Free software called "CORPSCON" is available for download from the US Army Corps of Engineers web site. This software allows the user to convert coordinates between Geographic (Latitude-Longitude), State Plane, and UTM. It is available at the following link:

<http://crunch.tec.army.mil/software/corpscon/corpscon.html>¹

¹ The web links listed above are only supplied as suggestions for finding additional information. The State of Maine is not responsible for the quality or content of these sites.

- B. Are any planned or existing tank (s), piping or dispensers within 1000 feet of a public water supply source?
Yes _____ No _____

Public water supplies are defined by the Maine Drinking Water Program as any well or water supply where water is obtained for, sold, furnished or distributed to the public for human consumption. To be a public water supply, the well or water supply must meet one or more of the following requirements:

- *Serve more than 15 connections OR*
- *Regularly serve at least 25 individuals daily for at least 60 days of the year OR*
- *Provide bottled water for sale where the water is pumped from on site.*

- C. Are any planned or existing tank(s), piping or dispensers within 300 feet of a private water supply source?
Yes _____ No _____

- D. (Complete if the answer to "C" above is **YES**.) Is the water supply which is located within 300 feet of the tank(s)/piping/dispensers owned by someone other than the facility owner or operator?
Yes _____ No _____

- E. Is the facility located on a sand and gravel aquifer or recharge area as mapped by the Maine Geological Survey?
Yes _____ No _____

Sand and gravel aquifer maps can be reviewed at any of the Department's offices or purchased for a nominal fee from the Maine Geological Survey, 22 State House Station, Augusta, ME 04333, telephone (207) 287-2801. Sand and gravel aquifer maps are also available on the web at <http://www.maine.gov/doc/nrimc/mgs/pubs/online/aquifers/aquifers-ad.htm>

- F. Is the facility located within a 100 year floodplain?
Yes _____ No _____

Federal Emergency Management Agency (FEMA) maps showing floodplain locations are available at most municipal offices and through the Maine Floodplain Management Program, State Planning Office, 38 State House Station, Augusta, Maine 04333-0083, telephone: (207) 287-3261 or 1-800-662-4545 (in state only). FEMA floodplain maps are also available on the web at http://www.maine.gov/spo/flood/map/online_firms.php

- G. Is the facility located within 300 feet of a surface water (stream, river, pond, lake, tidal waters) or wetland?
Yes _____ No _____

Note: If you wish assistance in answering any of the items above, please call the Department at (207) 287-2651 and ask for staff within the Tanks Registration Section.

7. FACILITY USE (check one):

- | | |
|--|---------------------------------------|
| _____ Wholesale Distribution of Oil | _____ Oil Storage/Public Facility |
| _____ Retail Distribution of Oil | |
| _____ Oil Storage at a Commercial Establishment | _____ Oil Storage/Federal Facility |
| _____ for On-site Consumption | _____ Oil Storage/State facility |
| _____ Oil Storage at an Industrial Establishment for | _____ Oil Storage/Municipal or Public |
| _____ On-site Consumption | _____ School Facility |
| _____ Oil Storage at a Single Family Residence | |
| _____ Oil Storage/Farm | |
| _____ Oil Storage at a Multi-family Residence. | |

8. ADDITIONAL INFORMATION

The following information is required for all new and replacement facility registrations or piping upgrades/extensions.

A. A scale drawing of the proposed facility tied to a property marker or other permanent structure. The drawing must show the proposed location of all new or replacement tanks, piping and dispensers and other facility components intended to contain product (either as a liquid or vapor) relative to other site features, including existing tanks, piping and dispensers, buildings, monitoring wells and adjacent roads. The drawing must also show distances and bearings to private wells within 300 feet and public water supplies within 1000 feet of the facility's footprint. The proposed location of any new or replacement tanks, piping runs and dispensers should be marked onsite.

- B. **INDIVIDUAL TANK, CHAMBER AND PIPING DATA:** Complete this page for *each* tank, chamber and associated underground piping, by circling the codes in the table below. Copy this page as needed for facilities with multiple aboveground motor fuel tanks connected to underground piping.

TANK # _____, CHAMBER # _____:

A. Aboveground Storage Tank Type Steel – bare, painted or asphalt coated Steel – Double Wall Cathodic-Single Wall Fiberglass-Single Wall Fiberglass-Double Wall Jacketed - Double Wall Cathodic Steel – Double Wall Other _____	E. Product Stored in Aboveground Storage Tank/Chamber and Conveyed by Underground Piping Unleaded Plus Gasoline Unleaded Regular Gasoline Aviation gasoline Jet Fuel Unleaded Premium Gasoline Diesel Other (please specify) _____	J. Date Aboveground Storage Tank Installed _____
B. Underground Piping Type Steel - bare or asphalt coated Cathodic-Single Wall Steel w/secondary Fiberglass-Single Wall Fiberglass-Double Wall Jacketed - Double Wall Cathodic Steel – Double Wall Copper Flexible Single Wall Flexible-Double Wall Copper w/secondary Other _____	F. Aboveground Storage Tank Status Planned Active Out of Service(Empty and fills locked) Abandon in Place (Filled) Planned for Removal Removed (Date) _____	K. Aboveground Storage Tank Orientation Horizontal Vertical L. Aboveground Storage Tank Secondary Containment Dike, earth Dike, metal Dike, concrete Double-walled tank None Remote impoundment
C. Aboveground Storage Tank/Chamber Size (gals.) _____	G. Pump Type: Suction Pressure Suction - Return	M. Aboveground Storage Tank Weather Protection Indoors No protection Roof only Roof with walls Tank building
D. Aboveground Storage Tank Leak Detection Unknown Secondary Containment-Continuous Electronic Secondary Containment - Manual Monitoring None	H. Underground Piping Leak Detection Unknown Secondary Containment-Continuous Electronic Monitoring Secondary Containment - Manual Monitoring None	N. Underground Piping Status Planned Active Out of Service (Empty and capped off) Abandon in Place (Filled with sand or concrete) Planned for Removal Removed (Date) _____
	I. Aboveground Storage Tank/Chamber Overfill Protection Electronic Audible/Visual Alarm @ 90% Cap Vent Whistle Level Gauge none	O. Date Underground Piping Installed _____

Copy as needed

B. (Continued) . **INDIVIDUAL TANK, CHAMBER AND PIPING DATA:** Complete this page for *each* tank, chamber and associated underground piping, by circling the codes in the table below. Copy this page as needed for facilities with multiple aboveground motor fuel tanks connected to underground piping.

TANK # _____, CHAMBER # _____:

A. Aboveground Storage Tank Type Steel - bare painted or asphalt coated Cathodic-Single Wall Fiberglass-Single Wall Fiberglass-Double Wall Jacketed - Double Wall Cathodic Steel – Double Wall Other _____	E. Product Stored in Aboveground Storage Tank/Chamber and Conveyed by Underground Piping Unleaded Plus Gasoline Unleaded Regular Gasoline Aviation gasoline Jet Fuel Unleaded Premium Gasoline Diesel Other (please specify)	J. Date Aboveground Storage Tank Installed _____
B. Underground Piping Type Steel - bare or asphalt coated Cathodic-Single Wall Steel w/secondary Fiberglass-Single Wall Fiberglass-Double Wall Jacketed - Double Wall Cathodic Steel – Double Wall Copper Flexible Single Wall Flexible-Double Wall Copper w/secondary Other _____	F. Aboveground Storage Tank Status Planned Active Out of Service(Empty and fills locked) Abandon in Place (Filled) Planned for Removal Removed (Date)	K. Aboveground Storage Tank Orientation Horizontal Vertical
C. Aboveground Storage Tank/Chamber Size (gals.) _____	G. Pump Type: Suction Pressure Suction-Return	L. Aboveground Storage Tank Secondary Containment Dike, earth Dike, metal Dike, concrete Double-walled tank None Remote impoundment
D. Aboveground Storage Tank Leak Detection Unknown Secondary Containment-Continuous Electronic Secondary Containment - Manual Monitoring None	H. Underground Piping Leak Detection Unknown Secondary Containment-Continuous Electronic Monitoring Secondary Containment - Manual Monitoring None	M. Aboveground Storage Tank Weather Protection Indoors No protection Roof only Roof with walls Tank building
	I. Aboveground Storage Tank/Chamber Overfill Protection Electronic Audible/Visual Alarm @ 90% Cap Vent Whistle Level Gauge None	N. Underground Piping Status Planned Active Out of Service (Empty and capped off) Abandon in Place (Filled with sand or concrete) Planned for Removal Removed (Date)
		O. Date Underground Piping Installed _____

9. A registration fee of \$35.00 is required for each aboveground motor fuel storage tank with underground piping located at the facility. Registration fees are due upon registration and annually thereafter, prior to January 1st.

Attach a check for the applicable registration fee, made payable to the Treasurer, State of Maine, and return this form to Attn: Tank Registration, Maine Department of Environmental Protection, BRWM, Tank Registration Section, 17 State House Station, Augusta, ME 04333-0017.

Fee Computation: _____ tank(s) at \$35.00 per tank = \$_____

10. **MAKE TWO (2) COPIES OF THIS FORM.** Submit the original to: Maine Department of Environmental Protection, BRWM, Tank Registration Section, 17 State House Station, Augusta, ME 04333-0017. A copy must also be filed with the chief administrative official of the municipality having jurisdiction, such as the town manager. In the case of unorganized townships, the chief administrative official is the Land Use Regulation Commission (LURC). Retain the third copy for your records. For new and replacement underground piping, the registration form is due at least ten (10) business days prior to installation.

11. Your registration shall not be considered complete and will be returned if all items above are not completed.

12. **IF NEW, REPLACEMENT OR RETROFITTED PIPING IS INCLUDED WITH THIS REGISTRATION, PLEASE PROVIDE:**

A. Name of Installer:_____

B. Installer ID Number:_____ Date of Planned Installation:_____

13. **CERTIFY THIS FORM BY SIGNING.** By signing this form, I, the piping registrant, certify that all information is accurate and complete to the best of my knowledge, and that I will comply with all applicable federal, state, and local laws and regulations concerning underground piping. The owner or operator is required by Maine statutes to file an amendment to this registration with the Department of Environmental Protection immediately upon any change of information contained in this form.

Owner or Authorized
Employee of the Owner

Title (Please print or type)

Signature

Date